



DEFENSE CONTRACT AUDIT AGENCY
DEPARTMENT OF DEFENSE
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IN REPLY REFER TO

PQA 720.7.A.700

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03 PQA 075(R)

MEMORANDUM FOR REGIONAL DIRECTORS, DCAA
DIRECTOR, FIELD DETACHMENT, DCAA

SUBJECT: New Best Practice Working Paper Examples on DCAA's Intranet

In accordance with DCAA Strategic Plan Objective 4-02-6 and June 2003 ESC Decisions Numbered 8-10, we have recently posted on DCAA's Intranet 27 additional best practice working paper examples. The *Best Practices* site can be readily accessed by going to the DCAA Intranet Home Page, selecting *DCAA Audit/Administrative Guidance* under Reference Materials, and then selecting the first bulleted link, *Best Practice Working Paper Examples*.

An Ad Hoc Team of Regional and FD quality assurance auditors (led by RQA-6) identified the new best practices, and Policy approved their posting to the *Quality Assurance Division (PQA)* sub-directory of the *Policy* site on DCAA's Intranet. The PQA sub-directory (the subject of MRD 03-PQA-016) already contained a number of best practice working papers examples and is the actual site now linked under *DCAA Audit/Administrative Guidance*.

The first introductory paragraph at the *Best Practices* site has also been updated to include instructions on how auditors can easily forward additional best practice working paper examples for posting consideration. The paragraph now reads:

Best practice working paper examples include blank working paper templates and completed working papers that auditors find useful in accomplishing specific audit objectives at their contractor location. If you have identified a best practice at your FAO and believe that it would be helpful for auditors at other contractor locations, please submit the best practice to your cognizant RQA Chief for review. An e-mail transmittal message forwarding the best practice to the RQA Chief will suffice. Before submitting best practices, please ensure all contractor names and proprietary data have been removed.

Lastly, field audit personnel who have questions or comments relating to the intranet site or who are experiencing difficulty downloading a particular best practice working paper should contact their Quality Assurance Division (RQA/FDQA). Headquarters Quality Assurance Division (PQA) will address issues, comments, and questions forwarded from the regions and the Field Detachment.

/s/ Terry M. Schneider
/for/ Robert DiMucci
Assistant Director
Policy and Plans

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